



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number
B-08

Work Assignment

[X] Original [] Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/08 - 11/30/09
Base Period

Title of Work Assignment:

Exhibit Staffing Support for Seattle Exposition and Conference

Contractor

Scientific Consulting Group, Inc.

Specify Section and Paragraph of Contract SOW
Section 2.1.3

Purpose:

[X] Work Assignment Initiation [] Work Assignment Close-Out
[] Work Assignment Amendment [] Incremental Funding
[] Work Plan Approval

Periods of Performance

From: CO Approval To: 10/31/09

Comments:

[] Superfund

Accounting and Appropriations Data

[X] Non-Superfund

	DC (Max 6)	Budget/ Appropriation FYs	Budget Code (Max 6)	Budget Org/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling:

Contract Period: 12/16/08 - 11/30/09

Cost/Fee

LOE

Previously Approved

This Action

Total

Work Plan / Cost Estimate Approvals

Contractor WP Dated :

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name

Scott Minamyer

(Signature)

9-15-09

(Date)

Branch/Mail Code: ORD/NHSRC/NG-16

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Project Officer Name

Verla Sutton-Busby

(Signature)

(Date)

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COR'S Immediate Supervisor's Name

M. Magnusson, acting DO
for

(Signature)

(Date)

Branch/Mail Code :

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FAX Number

Kim R. Fox

Contracting Official Name

Renita Tyus

(Signature)

9/15/09

(Date)

Branch/Mail Code CPOD

Phone Number (513) 487-2094

Fax Number (513) 487-2109

Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

PERFORMANCE WORK STATEMENT
EPA Contract Number: EP-C-08-010
Contractor: Scientific Consulting Group, Inc. (SCG)
EPA Work Assignment Number: B-08

TITLE: *Exhibit Staffing Support for the October 12-14, 2009 Water Environment Federation Technical Exposition and Conference in Seattle, WA.*

PERIOD OF PERFORMANCE: Date of Issuance through October 31, 2009

ESTIMATED LEVEL OF EFFORT: 85 Hours

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1. Background

The Water Environment Federation Technical Exposition and Conference is a major exhibiting event for the EPA Office of Research and Development's National Homeland Security Research Center (NHSRC). This work assignment is for one experienced technical professional to staff the NHSRC exhibit October 12-14 at this conference (<http://www.wef.org/ConferencesTraining/WEFTEC/>).

2. Purpose

The goal of exhibiting at this conference is technology transfer of NHSRC research results of interest to major stakeholder groups in attendance. It is important to have a contractor support person who is very knowledgeable of NHSRC Water Infrastructure Protection Division (WIPD) research and the programs of the Office of Water's Water Security Division and can answer technical and program questions and provide information related to key research areas.

3. Task Descriptions

Task 1. No later than 14 calendar days after receipt of the work assignment, the Contractor shall deliver to the EPA WA COR a list of recommended EPA publications to make available for the conference, based on a thorough understanding of the technical needs of the intended audience. The EPA WA COR will be responsible for selecting and shipping publications to the conference site.

Task 2. The Contractor shall provide one technically qualified support person to staff the NHSRC exhibit. The Contractor staff person shall have extensive high-level technical expertise and training, a minimum of 10 years experience in scientific or engineering disciplines related to the major research areas of NHSRC WIPD, and experience working with EPA in the specific areas of drinking and wastewater treatment and security. Qualifications must include knowledge of and experience discussing NHSRC WIPD and related EPA water security research programs and projects with exhibit visitors and answering technical questions about WIPD and other EPA water security research programs. At the conference, the Contractor staff person shall discuss NHSRC WIPD and related EPA water security research programs and projects with exhibit visitors, answer technical questions about WIPD and other EPA water security research programs, and collect questions to be answered by EPA staff and requests for information and provide the list to the EPA WA COR within five calendar days following the end of the conference. During the conference, the contractor shall identify herself or himself as a U.S. Government Contractor.

Task 3. The on-site Contractor staff person shall pack and ship any unused publications to the EPA WA COR following the conference.

4. Deliverables and Project Schedule

- List of recommended EPA publications appropriate for the conference participants, within 14 calendar days of receipt of the work assignment
- On-site staffing and exhibit logistical support, during conference
- List of exhibit visitor questions and requests for information, no later than five calendar days following conference

5. Deliverable Acceptance Criteria

- List of recommended EPA publications shall be in Word or Excel format and include the title, EPA publication number, and suggested quantity for each publication
- Contractor exhibit support person meets qualification criteria
- Provide to the EPA WA COR the list of exhibit visitor questions and requests for information include the name, organization, contact information, and description of question or request for each requestor

6. TRAVEL:

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. The contractor is expected to travel to Seattle Washington for the 3 day conference to be held October 12-14.

7. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR within 2 days of the meeting.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.